



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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IN REPLY  
REFER TO

CAAH

*Adm Chamberlin encourages participation*  
*20 funded slots*  
MAR. 5 1999

MEMORANDUM FOR DLA EXECUTIVE TEAM

SUBJECT: 1999 Workforce Recruitment Program for College Students with Disabilities (WRPCSD)

The Defense Logistics Agency (DLA) has an established reputation for solid achievements in accepting persons with disabilities into our workforce. We have found that these individuals, given the chance and given reasonable accommodation, are generally outstanding performers. They bring not only skills and talent, but the attributes of determination and positive attitude to the organization as well. They richly enhance and promote **DLA's** commitment to diversity.

The Agency has an opportunity to provide meaningful work assignments to college students with disabilities this summer through the WRPCSD. The Under Secretary of Defense for Personnel Readiness has allocated 20 positions to DLA for this purpose. These positions will be funded by the Under Secretary's office. Assistive technology or services, if needed, will be provided by the Department of Defense (DoD) Computer/Electronic Accommodations Program to any student hired under this program.

The employment period for this program runs from May 15 through September 30, 1999. The attached brochure explains the program in more detail.

You and your field Commanders are strongly encouraged to take advantage of this opportunity. Please pass this information on to them for their immediate attention. Action should be taken now to identify areas where these students could be utilized to facilitate the matching of the student's talents and interests with the organization's needs.

We expect to receive applicant information in late March and will distribute to your designated point of contact. Placement offers will be made up until mid-April.

The People with Disabilities Program Manager/Coordinator who services your organization should be designated as the principal point of contact on matters relating to this effort. Questions should be directed to the DLA point of contact, Mr. **Lennon** Baccus, in the DLA Equal Employment Opportunity Office (CAAH). Mr. Baccus will coordinate all matters concerning the program through DoD. He may be reached at DSN 427-1 100 or (703) 767-1 100, via e-mail at [lennon.baccus@hq.dla.mil](mailto:lennon.baccus@hq.dla.mil), or by fax at DSN 427-1 110 or (703) 767-1 110.

Let us take advantage of this program to hire good talent for the summer months and to continue our reputation as an employer who values and promotes a diverse workforce.

  
A. C. RESSLER  
Director of Equal Employment  
Opportunity

Attachment

cc:  
DLA Equal Employment Managers  
DLA Civilian Personnel Officers  
DLA People with Disabilities Program Managers



5. Permanent positions may be offered at any time during the year. Summer jobs are usually offered by June 1. Students may assume that they will not get summer job offers if there has been no contact by that time; however, summer offers occasionally are made after June 1.

6. Placements may be made anywhere in the United States. In 1998, about 50% of the students hired through the program worked in the Washington, D.C., area. The rest worked at other locations around the country. The student pays the cost of transportation to and from his/her home state (or college) and the worksite.

7. Students must keep track of any job offers they get. Recruiters are not informed when offers are made and cannot assist students who fail to obtain basic information such as the **name** and address of the agency or company, and the name and phone number of person making the offer.

8. The student should ask the person who extends the offer specific questions about the job. Items that should be discussed include salary, location, hours, duties, and training opportunities. Students may also want to ask about options for accessible, affordable housing and transportation to and from work.

9. Summer room and board arrangements are usually made separately. Students should ask what is included when summer housing arrangements are described. Attendant care expenses are the responsibility of the student. Students accepting summer jobs in the Washington, D.C. area may want to take advantage of special housing arrangements that are available to them. Details are outlined on the housing information sheet included in this packet.

10. The employer will provide **worksite** accommodations. Students should clearly state their needs. The sooner the employer knows what kinds of adaptive services and equipment are necessary, the more likely it is that accommodations will be in place by the time the student starts work.

11. The recruitment program does not track applications when they are circulated for consideration. Consequently, there is no place students can call to inquire about their chances of receiving an offer by a particular date or with a particular agency or company. Procedures, jobs, and circumstances vary from employer to employer. Employers will contact students directly when they are ready to make offers.

# WHO IS ELIGIBLE?

1999

The Workforce Recruitment Program for Students with Disabilities serves individuals

- who have severe disabilities and
- are enrolled at an accredited institution of higher learning on a substantially full-time basis to seek a degree or
- have graduated from such an institution within the past 6 months. Students who graduated prior to **August, 1998**, are not eligible to participate this year.

This program is intended to assist people with disabilities that substantially limit activities of daily living. These disabilities include but are not limited to blindness, deafness, complete or partial paralysis, seizure disorders, missing extremities, distortion of limbs and/or spine, psychiatric disabilities that require continuing accommodation, and severe learning disabilities.

To participate in the recruitment program, an individual must be enrolled in an accredited 2-year or 4-year college or university or graduate or professional school as a degree-seeking student taking at least a half-time course load or must have earned a degree from such an institution within the past 6 months. Students taking less than a half-time course load in the enrollment period immediately prior to graduation are also eligible.

**Because this program is sponsored by the federal government, all participants must be United States citizens.**